

## Section 508 Testing Template for \_\_\_\_\_, prepared on \_\_\_\_\_

Use this document to identify applicable Section 508 provisions, describe test plans for each of those provisions, summarize test results and indicate whether the system conforms with those provisions. In order to use the form elements of Word, this document is distributed in protected mode (protected with no password via the Tools menu, with the editing restriction of allowing only the filling in of forms). JAWS users can access the form elements of the document using Insert-F5 when in normal view.

### ***System Description***

*In several paragraphs, describe the user interfaces of the system. This description is not merely the business purpose of the system. Where possible, list the specific software used, and the components that will be installed. The focus should be on the parts of the system operated by users: forms, controls, screens.*

### ***Applicable Provisions and Testing***

#### **Instructions**

*The table below illustrates the structure of each provision entry and provides instructions for how to submit your entries in each section.*

<b>Provision Shortcut</b>	<i>Text of the provision.</i>
<b>Applies?</b>	<input type="checkbox"/> <i>Select the checkbox to indicate that a provision applies.</i>
<b>Test Plan</b>	<i>In the text area, indicate how the provision will be tested. Specify the automated, manual and assistive technology techniques that will be used.</i>
<b>Test Results</b>	<i>In the text area, summarize the test results.</i>
<b>Conforms?</b>	<input type="checkbox"/> <i>Based on test results, select the checkbox to indicate that a provision is met.</i>

## § 1194.21 Software applications and operating systems

<b>1194.21 (a) – Executing Function from Keyboard</b>	When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<p>Determine if all functions can be accessed from the keyboard:</p> <ul style="list-style-type: none"> <li>• Verify keyboard focus can be provided to all active elements and element functionality</li> <li>• Verify that toolbar functionality is keyboard-accessible or duplicated in the menu structure</li> <li>• Verify that drop-down lists respond properly to the keyboard</li> <li>• Verify that users can navigate between panes in the application</li> <li>• Verify that multi-line input fields provide a keystroke to move focus outside the field</li> <li>• Verify that context menus have keyboard or redundant methods of access</li> <li>• Verify that inactive or hidden elements do not receive keyboard focus</li> <li>• Verify that text/data can be selected, copied and pasted via the keyboard</li> <li>• Verify that objects/windows can be moved/resized via the keyboard</li> <li>• Verify that keyboard focus is not forcibly shifted</li> <li>• Verify keyboard focus is not provided to labels or static text</li> </ul>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (b) – Accessibility Features</b>	Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<p>Determine that accessibility features are not disrupted:</p> <ol style="list-style-type: none"> <li>1. Manual test: Check for compliance with the following: mouse keys, sound sentry, sticky keys, toggle keys, filter keys, on-screen keyboard, caret blink rate, caret size/shape, color/contrast, font size, screen resolution, cursor size/shape</li> <li>2. JAWS Testing: Verify that JAWS functionality, including video, keyboard and event hooks is not disrupted. Confirm that the application does not interfere with JAWS keystrokes. Verify the application does not cause JAWS to crash.</li> <li>3. ZoomText testing: Verify that text can be magnified and that video corruption does not occur. Confirm that ZoomText keystrokes are not disrupted.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (c) – Input Focus</b>	A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<p>Determine if keyboard focus is visually indicated:</p> <ol style="list-style-type: none"> <li>1. Manual test: Navigate the application using the keyboard and verify that you can tell which control you are on, tell which page tab is currently selected, and determine the input location</li> </ol> <p>Determine that all controls expose programmatic focus:</p> <ol style="list-style-type: none"> <li>2. JAWS testing: Navigate through the application and verify that all controls are announced. Press the Route-JAWS-To-PC command (Insert+numpad minus). If the mouse pointer lands on the control, it is correctly exposing programmatic focus.</li> <li>3. ZoomText testing: Navigate through the application using the keyboard and verify that the magnified area tracks with the current focus</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (d) – User Interface Element</b>	Sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Manual test: Verify that labels are provided for all interface components. Verify that all image buttons and images that convey meaning have textual alternatives.</li> <li>2. JAWS test: Navigate through all interface components and verify that JAWS announces: <ol style="list-style-type: none"> <li>a. The component's role (check box, radio button, etc.)</li> <li>b. The component name (the label for the control)</li> <li>c. The component's state (checked, unchecked, selected, etc.)</li> <li>d. The component's value (for edit fields, edit spin boxes, drop-downs, etc.)</li> <li>e. Verify that a textual equivalent for all non-text elements (image buttons, images, sliders, etc.) is announced</li> <li>f. Verify that labels are announced for all form fields</li> </ol> </li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (e) – Bitmap Images</b>	When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Manual test: Note the meanings assigned to images, icons and visual indicators; confirm these elements do not assume a different meaning elsewhere in the application</li> <li>2. JAWS test: For images that do not already have a label assigned, label them using the JAWS Graphics Labeler by placing the JAWS cursor on the graphic and pressing Insert+G. Navigate to other instances of the image with the JAWS cursor and confirm that the meaning announced by JAWS is equivalent to the meaning on-screen</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (f) – Textual Information</b>	Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Manual test: Modify font size in the control panel display settings and verify that the font changes</li> <li>2. JAWS test: Review text using the JAWS cursor and verify that JAWS can read the text on-screen. Press Insert+F to query JAWS for text attribute information and verify the information announced is accurate</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (g) - User Selected Attributes</b>	Applications shall not override user selected contrast and color selections and other individual display attributes.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual test: Alter the OS foreground and background colors and check that the following items conform to user-selected settings: highlight/selection, borders, backgrounds, foreground text, title bar text and background, status bar text and background, check marks and radio button bullets, buttons, icons, menus, scroll bars, tool tips, 3D objects
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (h) - Animation</b>	When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual test: Determine if animation is used to display information. Verify that this information is available in a stationary, text-based form. Forms of animation to examine the application for include scrolling text, moving arrows and characters, and slides – information that fades in and out of view and is replaced by additional information
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (i) - Color Coding</b>	Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual test: 1. Look for use of color coding such as a legend 2. Look for color-based directives such as “the red button.” 3. Look for use of color to tell items apart
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (j) – Color and Contrast Settings</b>	When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual test: 1. Check whether the OS color contrast settings are respected by the application 2. If not, ensure the application contains a minimum of eight foreground and background color selections within the application or a configuration file that users can access. Verify that two of these options provide for light on dark and dark on light
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (k) – Flashing or Blinking Text</b>	Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual test: 1. Determine if any elements on-screen flash or blink 2. Verify that this does not occur more than once in a second
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.21 (l) – Electronic Forms</b>	When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	1. Manual test: Ensure all form elements are labeled, form control groups are denoted and properly labeled, form elements are keyboard accessible, radio button groups are properly formed, focus initially lands on the first form element and that focus is not forcibly shifted 2. JAWS test: Navigate through the form and verify that all form element labels, directions and cues are correctly announced, radio button groups are properly formed, questions with multiple responses announce the parent question, tab order is intuitive, focus is properly announced and focus is not forcibly shifted
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

## Web Provisions

### § 1194.22 Web-based intranet and internet information and applications

<b>1194.22 (a) – Text Tags</b>	A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Determine that textual equivalents for non-text elements (images, objects, applets, etc.) are provided. 1. Automated test: Use ACCVerify to identify non-text elements that are missing text alternatives. 2. Manual test: Hover over the element using a mouse and ensure an informative description is provided in the tool tip. 3. JAWS test: Press Insert+F3 and choose "graphics list." Verify that informative descriptions appear in the list.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (b) – Multimedia Presentations</b>	Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual Test: A. Review the audio track and verify that a captioned equivalent is displayed in conjunction with the audio. B. Review the visual track and verify that visual elements are described using a synchronized alternative
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (c) – Color</b>	Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual test: 1. Look for use of color coding such as a legend 2. Look for color-based directives such as “the red button.” 3. Look for use of color to tell items apart 4. Search inside any linked CSS files for keywords such as “red” or “error”
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (d) – Readability</b>	Documents shall be organized so they are readable without requiring an associated style sheet.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	1. IE test: Bring up the Internet Options panel and choose “Accessibility” under the General tab. Check all three boxes under the “Formatting” section of the pane. Verify that the page is still readable. 2. JAWS test: Read down the page using JAWS and verify that content is announced in a logical order. 3. Notepad test: Select all content on the web page and copy it to the clipboard. Paste the clipboard into Notepad. Verify that the order of content is still logical.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (e) – Server-Side Image Maps</b>	Redundant text links shall be provided for each active region of a server-side image map.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Automated: Use ACCVerify to detect the presence of server-side image maps. Manually confirm the presence of redundant alternatives to each “hot spot” in the image map.</li> <li>2. Manual: Search the source code for the “ismap” attribute. Verify that redundant alternatives are provided for each destination in the image map.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (f) – Client-Side Image Maps</b>	Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Automated: Use ACCVerify to detect the presence of client-side image maps.</li> <li>2. Manual: Hover over each “hot spot” on the image map. Check the status line of the browser to verify that the destination is a valid URL (http:// etc.). Search the source code for the “usemap” attribute.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (g) – Data Table 1</b>	Row and column headers shall be identified for data tables.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Automated test: Run ACCVerify to validate the presence of header tags (header, scope, etc.) Manually confirm that row and column scope has been accurately defined and that header and data cells are properly associated</li> <li>2. Manual test: Search the code for table tags (table, td, th, scope, header, id, etc.) and verify correct header markup and header-data cell association.</li> <li>3. JAWS test: Set the JAWS Options (Insert+V) under “list and table options” to the following: tables show start and end – on, layout tables – off, table titles announce – only marked headers. Press Ctrl+Insert+T to bring up the “select a table” dialog. Review each table using JAWS table navigation commands and verify proper announcement of header-data cell associations.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>



<b>1194.22 (h) – Data Table 2</b>	Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Manual test: Look for complex data tables (tables with headers that span multiple rows or columns) and confirm correct association of headers and data cells.</li> <li>2. JAWS test: Review the table using JAWS table navigation commands and verify that the correct row and column headers are announced for each data cell</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (i) – Frames</b>	Frames shall be titled with text that facilitates frame identification and navigation.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Automated test: Use ACCVerify to identify frames and verify presence of the title attribute. Manually inspect the contents of the frame title to ensure it provides an informative description of the frame's purpose or contents.</li> <li>2. JAWS test: Press Insert+F9 to bring up the "frames list" dialog. Examine each entry to confirm that frame titles are indicative of the frame's contents or purpose. Frames which provide no functionality should have their height and width set to 0 and should not appear in the list.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (j) – Flicker Rate</b>	Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Automated test: Use ACCVerify to detect use of deprecated elements such as blink, marquee, etc. Manually verify this content flashes less than three times in a second.</li> <li>2. Manual test: Examine the page for flashing elements and verify it flashes less than three times per second or that the flashing elements take up less than 3 percent of the screen real estate at a standard screen resolution.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (k) – Text-Only Alternative</b>	A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual test: 1. Verify that technology prevents the current page from being made compliant. 2. Verify the presence of an alternative text-only page. 3. Confirm that the content provided in the alternate page is identical to the primary page. 4. Validate that all functionality available on the primary page (i.e. the ability to sort columns in a data table) is available on the alternate page.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (l) – Scripts</b>	When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	1. Automated test: Use ACCVerify to identify the use of device-dependent event handlers (onmouseover, onclick, etc.) 2. Manual test: Ensure all script functionality is accessible from the keyboard. Verify that keyboard/visual focus moves appropriately when scripts are executed. 3. JAWS test: Verify that all dynamic content changes can be accessed by JAWS. Verify that all menus, pop-up alerts and simulated controls are accessible from the keyboard and communicate their name, state and hierarchy in a textual manner. Verify that reading focus moves to updated page content and that focus does not shift automatically outside the user's control.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (m) – Applets and Plug-Ins</b>	When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l) .
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	1. Automated test: Use ACCVerify to identify embedded content. Manually verify that a link is provided to a compliant plug-in. If necessary manually test the plug-in to ensure it is accessible. 2. Manual test: Manually search the source code for tags that embed content such as embed, object and applet. Verify that a link to an accessible plug-in is provided. Manually test the plug-in and the content for 508 compliance.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (n) – Electronic Forms</b>	When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Automated test: Run ACCVerify to scan the page for valid form markup and confirm accessibility manually</li> <li>2. Manual test: Ensure form controls are accessible from the keyboard and that tab order is intuitive. Ensure user can control keyboard focus. Click on field labels and verify focus moves to the associated control. Ensure related controls are enclosed in a fieldset which often displays as a dotted line, and that all fieldsets contain a legend. Manually inspect the code to validate proper form markup, control grouping and tab order.</li> <li>3. JAWS testing: Press Insert+F5 to bring up the “Select a Form Field” dialog. Verify that informative text labels are provided for each control. Verify that form field constraints are announced. Navigate the form using Forms mode and verify that the correct labels are announced while tabbing through the form. Verify the tab order is intuitive and radio button groups are properly announced. Ensure the user’s focus is not forcibly shifted. Verify that questions with multiple responses read the question with each response.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (o) – Navigation Links</b>	A method shall be provided that permits users to skip repetitive navigation links.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<ol style="list-style-type: none"> <li>1. Manual test: Place focus in the address bar (Alt+D) and press tab. If focus is placed on a skip link, the browser’s status bar may show the URL of a same-page link denoted with the ‘#’ character. Activate the link and verify that focus moves to the link’s target which should be at the beginning of the page’s unique content. Tab order should resume with the active elements of the page’s main content area. The rendered page source should be examined to confirm whether the location of the skip link is early enough in the page BODY and that the target is at the start of the main content area</li> <li>2. JAWS Testing: Press Insert+F7 to bring up the “links list” dialog. The skip link should be the first item in the list. Press enter on the skip link and verify that reading focus moves to the start of the main content area.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.22 (p) – Time Delays</b>	When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Manual testing: 1. Determine if the site contains a form or activity that must be completed within a time constraint. 2. Determine if the page allows the user to control the amount of time required for the task: a. The user can extend their session by requesting additional time b. The user can adjust a system-wide timeout up to ten times longer than the default requirement c. The system-wide timeout is set to well beyond the time necessary to complete all tasks on the page
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

## § 1194.23 Telecommunications products

<b>1194.23 (a) – TTY Connection / Microphones</b>	Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (b) – TTY Signal Protocols</b>	Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (c) – Interactive Voice Response Systems</b>	Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (d) – Time Interval Alerts</b>	Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (e) – Caller ID and Similar Functions</b>	Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (f) – Volume Control</b>	For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (g) – Automatic Volume Level Reset</b>	If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (h) – Hearing Aid Compatibility</b>	Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (i) – Minimized Interference</b>	Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (j) – Transmitting / Conducting Information</b>	Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.23 (k) – Controls and Keys</b>	(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys. (2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum. (3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character. (4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

## § 1194.24 Video and multimedia products

<b>1194.24 (a) – Caption Decoder Circuitry</b>	All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.24 (b) – Audio Description Circuitry</b>	Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.24 (c) – Video and Multimedia Productions 1</b>	All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.24 (d) – Video and Multimedia Productions 2</b>	All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.24 (e) – User-Select Feature</b>	Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

## § 1194.25 Self contained, closed products

<b>1194.25 (a) – Usability</b>	Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>



<b>1194.25 (b) – Timed Responses</b>	When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (c) – Touchscreens and Controls</b>	Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (d) – Biometric Forms / User ID</b>	When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (e) – Auditory Output</b>	When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (f) – Volume Control</b>	When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (g) – Color Coding</b>	Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (h) – Color and Contrast Settings</b>	When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (i) – Screen Flicker</b>	Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.25 (j) – Operable Controls</b>	<p>(j1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.</p> <p>(j2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.</p> <p>(j3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.</p> <p>(j4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.</p>
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

## § 1194.26 Desktop and portable computers

<b>1194.26 (a) – Controls and Keys</b>	All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.26 (b) – Touchscreens and controls</b>	If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.26 (c) – Biometric User ID</b>	When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.26 (d) – Connection Points</b>	Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards.
<b>Applies?</b>	<input type="checkbox"/>
<b>Test Plan</b>	
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

## § 1194.31 Functional performance criteria

*Note: Functional performance criteria provisions always apply.*

<b>1194.31 (a) – No Vision Required</b>	At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<p>Determine if the system can be used without user vision.</p> <ol style="list-style-type: none"> <li>For web, ensure the following provisions are met: 1194.22 a b c d e f g h i k l m n o p</li> <li>For software, ensure the following provisions are met: 1194.21 a b c d e f h i l</li> <li>Using JAWS and keyboard navigation, ensure that all application and administrative functions are available without requiring user vision. Determine if the system can be used without user vision by stepping through use cases with the JAWS screen reader.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.31 (b) – Visual Alternatives</b>	At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<p>Determine if the system can be used with low vision.</p> <ol style="list-style-type: none"> <li>For web, ensure the related technical provisions are met: 1194.22 a b c d e f g h i k l m n o p</li> <li>For software, ensure the related technical provisions are met: 1194.21 a b c d e f g h i j l</li> <li>Determine if the system can be used with low vision by stepping through use cases with the ZoomText screen magnifier. Ensure all text, images and multimedia can be magnified. Ensure foreground and background colors can be sufficiently adjusted. Ensure text and images do not pixelate when magnified. Ensure form field labels are visible on-screen when the associated control is magnified.</li> </ol>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.31 (c) – No Hearing Required</b>	At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<p>Determine if the system can be used without user hearing.</p> <ul style="list-style-type: none"> <li>For web, ensure the following provisions are met:</li> <li>1194.22 b m p</li> <li>For software, ensure the following provisions are met:</li> <li>1194.21 b h</li> <li>Determine if the system can be used without user hearing by stepping through use cases with sound turned off. Ensure audio is not the sole method for communicating information. Ensure compatibility with the Windows SoundSentry. Ensure synchronized captions are provided for audio portions of multimedia. Ensure all product functionality and content can be accessed when audio output is disabled.</li> </ul>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.31 (d) – Audio Enhancement / Devices</b>	Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Determine if sound output is part of the system (if not, then it is a pass; if yes, ensure that all application and administrative functions are available through amplified audio output or ensure compatibility with coupled hearing devices).
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.31 (e) – No Speech Required</b>	At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Determine if system can be used without user speech by stepping through use cases without speaking. Ensure speech is not the sole method of providing input. Ensure compatibility with assistive technologies that provide alternatives to human speech.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.31 (f) – No Fine Motor Control</b>	At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	<p>A. Determine if system can be used without fine motor control. Use the application with voice command software and accessibility features of the OS such as sticky keys, toggle keys and filter keys.</p> <p>B. Determine if system can be used without simultaneous actions. Use the application with the keyboard and observe if unusual key combinations are required.</p> <p>C. Determine if the system can be used with limited reach and strength. Use the application with voice command software.</p> <p>D. For web, ensure the following relevant technical provision is met: 1194.22 p</p> <p>E. For software, ensure the following provisions are met: 1194.21 a b c</p>
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

## § 1194.41 Information, documentation, and support

**Note:** Information, documentation, and support provisions always apply.

<b>1194.41 (a) – Accessible Formats</b>	Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Evaluate documents to ensure that they are directly provided in an accessible alternative form or there is a mechanism in place to request and create alternative formats. Ensure documents are machine-readable. Ensure documents can be enlarged to various sizes of hardcopy output. Ensure documents are machine-readable by text-to-speech software. Ensure all images, figures and diagrams have informative textual alternatives. Ensure all charts and tables are readable when converted to alternate formats. Ensure alternatives to audio and visual directives, color coding and location and spatial terminology are provided.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.41 (b) – Accessibility Features Access</b>	End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Evaluate documents to ensure that they contain accessibility information including accessibility specific keystrokes and are directly provided in an accessible alternative form or there is a mechanism in place to request and create alternative formats. Determine if end-users have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge. Summarize the accessibility and compatibility features of the system. Say where these features are described. Verify that those descriptions are available in alternate formats for free.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>

<b>1194.41 (c) – Accessible Support Services</b>	Support services for products shall accommodate the communication needs of end-users with disabilities.
<b>Applies?</b>	<input checked="" type="checkbox"/>
<b>Test Plan</b>	Evaluate the application support process to ensure mechanisms are in place for all users with disabilities to receive equivalent access to support material, personnel, and services. Determine if support services for products accommodate the communication needs of end-users with disabilities. Describe the support services for products. Describe the needs of users with disabilities. State how the support services meet the needs of users with disabilities.
<b>Test Results</b>	
<b>Conforms?</b>	<input type="checkbox"/>